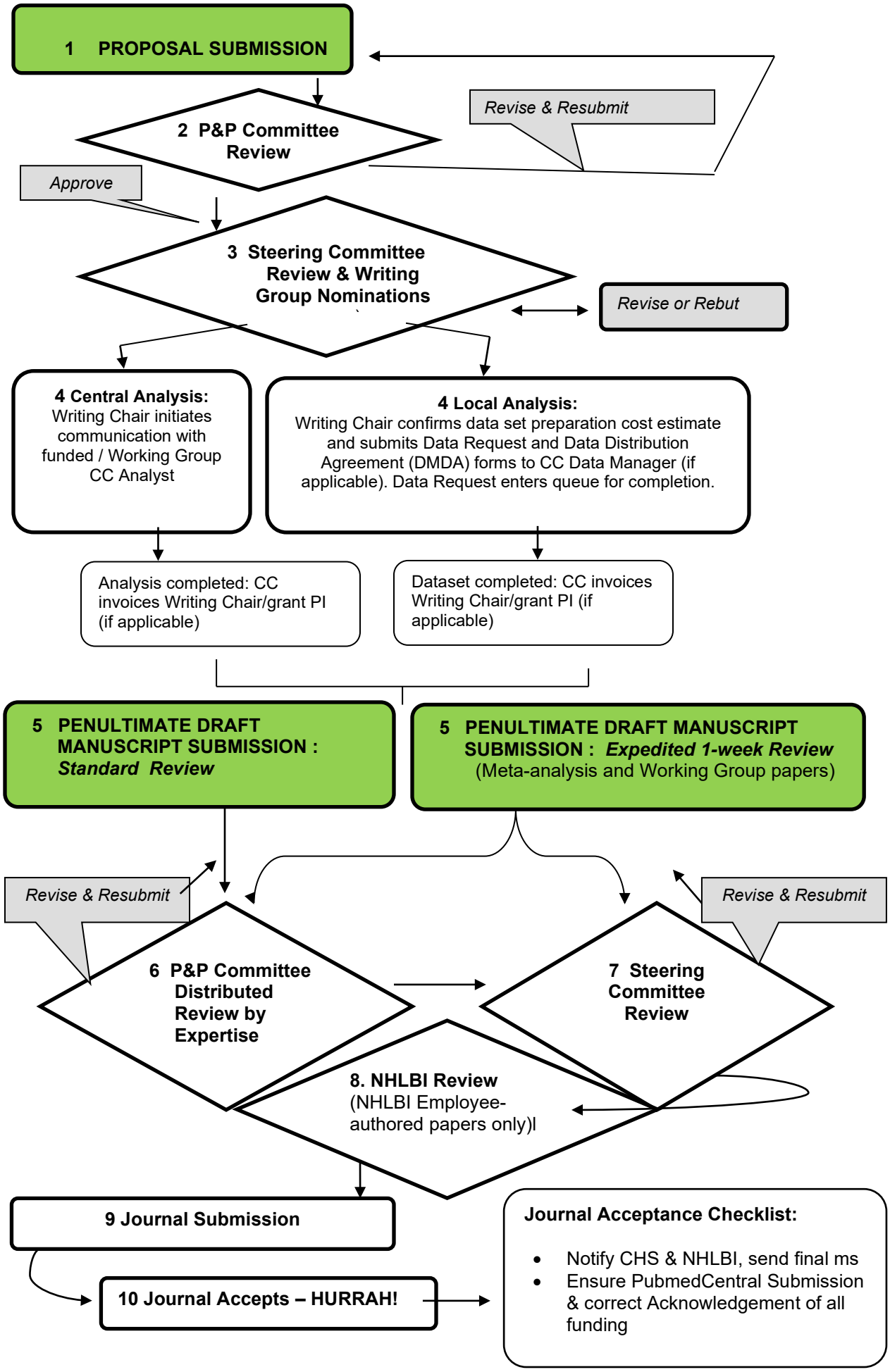THE CHS MANUSCRIPT REVIEW PROCESS IN 10 STEPS